

**EGEA EMERGENCY DIFFERENTIAL LEAVE
VERIFICATION FORM
PILOT AGREEMENT 2017/2018 & 2018/2019**

Name: _____

Date: _____

Employee ID Number: _____

Date(s) of absence (4 day maximum per school year): _____

In the event a unit member exhausts all current year sick leave and prior year accumulated sick leave, unit members can use up to 4 days of Emergency Leave each school year during the term of this Pilot Agreement for the following reasons:

1) Death of a person in member's immediate family 2) Illness of member or member's immediate family 3) Accident, involving member's person or property, or the person or property of a member of his or her immediate family 4) The birth or adoption, or initiation of foster care of his/her child 5) Death involving close friends or relatives other than immediate family 6) Accident involving relatives other than members of the immediate family 7) Illness involving relatives other than members of the immediate family 8) Attendance at religious observances, weddings, or observances honoring a unit member or members of employees of the unit member's immediate family 9) Attending to legal or business matters of compelling personal importance that cannot be attended outside the workday 10) Unexpected personal or family situation that requires immediate attention 11) Appearance in court as a litigant

I understand that Emergency Leave may only be used after all sick leave has been exhausted and for purposes listed in the EGEA Emergency Leave Pilot Agreement.

Signature

Date

****All Emergency Verification Forms should be submitted directly to: HUMAN RESOURCES
– LEAVE DESK**